



# OFFICE OF ECONOMIC DEVELOPMENT

## Minority and Small Business Enterprise Office

### City of Wilmington Disadvantaged Business Enterprise (DBE) Program

Office (302) 576-2126

[lwatson@WilmingtonDE.gov](mailto:lwatson@WilmingtonDE.gov)

Fax (302) 571-4326

Dear Perspective DBE:

Thank you for taking time to request a DBE application. The Equal Opportunity Contract Compliance Office (E.O./C.O.) a.k.a, The Small, Minority Business Enterprise Office (SMBEO), actively seeks Disadvantaged Business Enterprise (DBE) firms to take part in the City of Wilmington competitive bidding process. Not only does this provide more opportunities to more businesses, it ensures we get the best services for the best value. Building mutually beneficial, productive partnerships between the City of Wilmington and the DBE business community is our ultimate goal.

DBE Certification is a City of Wilmington Program. It is separate and distinct from the Federal program certification. There are two ways to qualify as a DBE: 1) Socially Disadvantage - the business must be at least 51% owned, controlled and actively managed by owners of one or more of the following socially disadvantaged groups: Black /African American; Hispanic American and 2) Economically - those who have been actual victims of discriminatory practices or individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who are not so disadvantaged (#2 also requires the submission of the Net worth Eligibility Application).

Shortly after the receipt of your application, your business may receive a visit from the staff of the SMBEO Office. Upon the approval of your forms, you will receive a DBE Certificate, which will be good for two years from the date of issuance.

If you are claiming Disadvantaged Business Enterprise (DBE) status, please submit the following documents with your application. Your firm needs to submit the following items as listed below:

_____ Commodity Codes (3 or less)	_____ Business Literature or Card
_____ Construction/ Business Profile (p. 13)	_____ Corporate Principals
_____ Copy of Drivers License	_____ Notarized
_____ (Proof of ID & Signature Endorsement)	_____ Resume of Principal
_____ Three Reference Letters	_____ Other _____
_____ (Character or Business)	

The DBE Program requires each individual owner of the firm applying as a DBE under the Net Worth criteria, whose ownership and control are relied upon for DBE certification to submit a Personal Net Worth statement (PNW) certifying that his or her PNW does not exceed \$500,000. If you are applying for the Declaration of Net Worth (see page 2) under the DBE program you will also need to provide the following information:

_____	Copy of bank statement to verify bank balance
_____	Copy of settlement sheet to verify value of property when purchased
_____	Credit and statements showing proof of liability
_____	Copy of 1040C Tax Statement
_____	Declaration of net worth

If you have any questions on the completion of these forms, please feel free to contact me at (302) 576 – 2120 between the hours of 9:00am to 5:00pm, Monday through Friday.

Sincerely,

*Lorraine Watson*

[www.WilmingtonDE.gov/dbe.htm](http://www.WilmingtonDE.gov/dbe.htm)

# CITY OF WILMINGTON

## DISADVANTAGED BUSINESS ENTERPRISES

### DBE PROCUREMENT PROGRAM

Responsibilities of the Equal Opportunity/Contract Compliance Office (EO/CCO) are assumed by the City of Wilmington's Small, Minority Business Enterprise Office (SMBEO) in the Office of Economic Development. The City of Wilmington has established laws and procedures to increase accessibility of contracting opportunities for small and minority businesses. The EO/CCO authority derives from Chapter 35, Article IV of the Wilmington City Code. This section of the Code addresses Equal Opportunity in Employment and City Contracts.

### DEFINITION OF DBE

As defined in Section 35-132 of the City Code, *Disadvantaged business* means a new, small or local business, whether a sole proprietorship, partnership, corporation or other entity, or any business that is at least 51 percent owned and controlled by one or more socially disadvantaged individuals who, in fact, control the management and daily business operations of that business.

### CATEGORIES OF DBE

- A. **Socially Disadvantaged Businesses** are those who have been actual victims of discriminatory practices
- B. **Economically Disadvantaged Individuals** are those among the chronically unemployed demographic subgroups of disadvantaged individuals identified by, verifiable local statistics that confirm the existence of unemployment rates among such individuals that are more than fifty percent (50%) above the prevailing overall unemployment rate statewide. Presently the two sub groups identified are African American and Hispanic American descents.
- C. **Net Worth Businesses** are those individuals who own businesses whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who are not so disadvantaged. (Individuals who are applying for this category will need to meet the following Net Worth criteria for DBE certification).

#### C1. Declaration of Net Worth

- In determining the degree of diminished credit and capital opportunities, the City may consider, but shall not be limited to, reviewing the assets and net worth of disadvantaged individuals and disadvantaged businesses.
- For purposes of determining the disadvantage in competing for City contracts, there shall be a presumption of economic disadvantage if the net worth of each of the individuals who together own and control fifty-one percent (51%) of the disadvantaged business enterprise, exclusive of up to one hundred and fifty thousand dollars (\$150,000.00) of equity in his or her primary residence, is less than five hundred thousand dollars (\$500,000.00).

### DBE PARTICIPATION GOALS

All contractors doing business with the City shall show good-faith efforts to obtain disadvantaged subcontracting businesses' participation. Credible evidence of good faith efforts shall include documentation showing names and addresses of businesses contacted, contact persons, telephone numbers, sources used to identify DBEs, methods used to make contact, dates that businesses were contacted, responses and dates responses were received, type of subcontract, reasons for rejection and estimated value of subcontract. The City's DBE Forms must be completed and submitted with each bid. The City shall established goals deemed appropriate and sustainable and constituting percentages of the total dollar amount of contracts for businesses in the categories of construction contracts, professional service contracts, and contracts for the purpose of goods and services and of materials, supplies and equipment.

## **CITY OF WILMINGTON EQUAL OPPORTUNITY/CONTRACT COMPLIANCE OFFICE**

The City of Wilmington, through its Commerce Department's Equal Opportunity/Contract Compliance Office, is dedicated to assisting Disadvantaged Business Enterprises (DBE) to become actively involved in the City's procurement process. In developing its program to expand opportunities for disadvantaged businesses, the City has established goals for contracting with DBEs for percentages for the total dollar amount of each contract category percentages of the total dollar amount of each contract category during each fiscal year. To this end, the City's Equal Opportunity Contract Review Board for all construction contracts, goods and services, and professional service contracts sets the percentage goal annually. The present participatory goals are identified as follows:

<b>Construction Contracts</b>	<b>20%</b>	<b>Goods &amp; Services</b>	<b>10%</b>	<b>Professional Services</b>	<b>5%</b>
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The City of Wilmington's Equal Opportunity Contract Review Board has five (5) members, two appointed by the Mayor, two appointed by the President of City Council, and one person from the City's Equal Opportunity/Contract Compliance Office.

In seeking to expand opportunities for DBEs the City through it's Equal Opportunity/Contract Compliance/ SMBEO Office provides the following business support services:

- Administers the City's Certification process for DBEs,
- Maintains a database of certified businesses
- Publishes a DBE Vendor Directory to be utilized for bid notification
- Publishes a Prime Vendor Directory for DBE utilization
- Monitors procurement activities and enforces the City's goal requirements.
- Provides technical assistance to disadvantaged businesses on business related issues
- Develops programs and opportunities to expand education and training
- Establishes a communication portal for dissimulation of contract opportunities

For more information, please contact:

Loraine P. Watson  
City of Wilmington  
Mayor's Office of Economic Development  
Equal Opportunity/Small & Minority Business Enterprise Office  
Louis L. Redding City/County Building, 3rd Floor  
800 French Street  
Wilmington, Delaware 19801  
(302) 576-2120

[lwatson@WilmingtonDE.gov](mailto:lwatson@WilmingtonDE.gov)

**PLEASE NOTE:**  
**If you are certified with another governmental agency, please request**  
**The Accelerated DBE Application.**



DBE # \_\_\_\_\_

*Official Use Only*

City License No.: \_\_\_\_\_

Vendor No.: \_\_\_\_\_

## VENDOR APPLICATION FORM

*Please complete this form and return it to the City of Wilmington in order to be listed in the City's Bid Directory. Indicate on the attached sheets the product(s) or service(s) you wish to provide.*

(PLEASE TYPE OR PRINT LEGIBLY)

1. Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

2. Federal Employer Identification No. (Social Security No., if individual): \_\_\_\_\_

3. Address to which bid forms and purchase orders are to be mailed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Telephone: \_\_\_\_\_ 5. E-Mail Address: \_\_\_\_\_

5. Fax Number: \_\_\_\_\_ 7. Web Site: \_\_\_\_\_

6. Address and phone number to which payments are to be mailed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

7. Do you claim, in connection with a Federal program, Minority Business Enterprise Status? ☐ Yes ☐ No

If yes, for statistical purposes only, indicate which category:

(a) Black American (b) Hispanic American (c) Asian American (d) Female

(e) American Indian (f) American Eskimo (g) American Aleut (n) Net Worth

8. Do you claim Disadvantaged Business Enterprise Status? ☐ Yes ☐ No

9. Preferred time for site visitation (if required) \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

10. Are you a Veteran? Yes \_\_\_\_\_ No \_\_\_\_\_ Year \_\_\_\_\_ (statistical purpose only)

10. I certify that the information supplied herein is correct and that any changes will be reported immediately.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

TITLE: \_\_\_\_\_

**CITY OF WILMINGTON  
DISADVANTAGED BUSINESS CERTIFICATION FORM SUMMARY**

1. **NAME OF FIRM:** \_\_\_\_\_
2. **ADDRESS OF FIRM:** \_\_\_\_\_
3. **PHONE:** \_\_\_\_\_ **PRODUCT OR SERVICE LINE:** \_\_\_\_\_
4. **TYPE OF FIRM:**    ☐ Corporation                      ☐ Partnership                      ☐ Individual                      ☐ Other
- If "Other" please describe: \_\_\_\_\_

5. **DATE OF ORIGATION OF FIRM:** \_\_\_\_\_
6. **BUSINESS LICENSES HELD:** City No.: \_\_\_\_\_ State No.: \_\_\_\_\_ Other: \_\_\_\_\_

7. **DISADVANTAGED OWNERSHIP OF FIRM:** (attach additional pages if necessary)

	<u>Name and Social Security #</u>	<u>Ownership % of Firm</u>	<u>Basis for Disadvantaged Status</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

8. **NON-DISADVANTAGED OWNERSHIP OF FIRM:**

	<u>Ownership Name and Social Security #</u>	<u>% of Firm</u>	
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

9. **Four digit North American Industry Classification System (NAICS) Code(s):** (go to [www.logisticsworld.com](http://www.logisticsworld.com))

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

10. **Is the Business certified as a M/DBE with any other certification program?**    Yes \_\_\_\_\_ No \_\_\_\_\_

<u>Name</u>	<u>Date Certified</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. I hereby certify that the information provided above and in the attached documentation is true and complete to the best of my knowledge and belief, and that I have been duly authorized to make this certification on behalf of the firm.

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_ **TITLE** \_\_\_\_\_

**NOTARY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**WARNING:** Making a false written statement on this certification shall constitute the misdemeanor of "making a false written statement." and can lead to disqualification of certification.

**SUPPLIES**  
**(CATEGORIES 005 THRU 899)**

**NOTE: Indicate commodity area if not specified below:**

**PLEASE PLACE A CHECKMARK (3) BY THE ITEMS YOU ARE INTERESTED IN SUPPLYING**

_005	ABRASIVES	_080	BADGES AND OTHER IDENTIFICATION EQUIPMENT & SUPPLIES
_73313	ABSORBENTS (RECYCLED)	_08010	BADGES, BUTTONS, EMBLEMS
_010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	_085	BAGS, BAGGING, TIES, & EROSION CONTROL SUPPLIES
_015	ADDRESSING, COPYING, MIMEOGRAPH DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.	_100	BARRELS, DRUMS, KEGS, AND CONTAINERS
_016	ADVERTISING SPECIALTIES	_73311	BATTERIES, AUTOMOTIVE (RECYCLED)
_020	AGRICULTURAL EQUIPMENT AND ACCESSORIES	_103	BATTERIES, PRIMARY & RECHARGEABLE NICKEL CADMIUM
_022	AGRICULTURAL MAJOR IMPLEMENT AND ACCESSORY PARTS	_105	BEARINGS (EXCEPT WHEEL BEARINGS & SEALS-SEE CLASS 060)
_025	AIR COMPRESSORS, ACCESSORIES AND PARTS	_110	BELTS & BELTING: CONVEYOR, ELEVATOR, POWER TRANSMISSION, AND V-BELTS
_031	AIR CONDITIONING, HEATING & VENTILATING: EQUIPMENT, PARTS & ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)	_120	BOATS, MOTORS & MARINE & WILDLIFE SUPPLIES
_68004	AMMUNITION	_68008	BODY ARMOR, BALLISTIC (BULLETPROOF)
_040	ANIMALS, BEES, LIVESTOCK AND POULTRY	_125	BOOKBINDING SUPPLIES
_045	APPLIANCES & EQUIPMENT HOUSEHOLD TYPE	_73308	BOXES, CORRUGATED (RECYCLED)
_73310	ART/DRAFTING SUPPLIES (RECYCLED)	_135	BRICKS & OTHER CLAY PRODUCTS, REFACTORY MATERIALS, AND STONE PRODUCTS
_050	ART EQUIPMENT & SUPPLIES	_140	BROOM, BRUSH & MOP MANUFACTURING MACHINERY & SUPPLIES
_052	ART OBJECTS	_145	BRUSHES (NOT OTHERWISE CLASSIFIED)
_80515	ATHLETIC AWARDS	_150	BUILDER'S SUPPLIES
_880	AUDIO VISUAL EDUCATION EQUIPMENT & SUPPLIES (EXCEPT PROJECTION LAMPS - SEE CLASS 285)	_155	BUILDINGS FABRICATED
_055	AUTOMOBILE & TRUCK ACCESSORIES	_165	CAFETERIA & KITCHEN EQUIPMENT, COMMERCIAL
_65058	AUTOMOBILE IMMOBILIZERS (BOOTS) FOR CARS	_175	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
_065	AUTOMOTIVE: BODIES & SPECIAL BODY ACCESSORIES FOR TRUCKS MEDIUM & HEAVY DUTY (EXCEPT SCHOOL BUSES)	_180	CHEMICAL RAW MATERIALS
_074	AUTOMOTIVE: CYCLES & OFF-ROAD MINI VEHICLES	_190	CHEMICALS, COMMERCIAL, IN BULK AMOUNTS
_070	AUTOMOTIVE: MAJOR TRANSPORTATION EQUIPMENT	_192	CLEANING COMPOSITIONS & SOLVENTS (NOT OTHERWISE CLASSIFIED)
_060	AUTOMOTIVE: PARTS, AND MAINTENANCE ITEMS	_195	CLOCKS, TIMERS, WATCHES, AND JEWELERS & WATCHMAKERS TOOLS & EQUIPMENT
_075	AUTOMOTIVE: SHOP EQUIPMENT AND SUPPLIES	_200	CLOTHING & APPAREL
_072	AUTOMOTIVE:TRAILERS	_206	COMPUTER HARDWARE (LEASE/RENTAL ONLY)

_207	COMPUTER HARDWARE, PERIPHERALS & ACCESSORIES (INSTALLMENTS PURCHASE/LEASE PURCHASE ONLY)	_310	ENVELOPES, PLAIN OR PRINTED
_205	COMPUTER HARDWARE, PERIPHERALS & ACCESSORIES PURCHASE ONLY	_320	FASTENERS, FASTENING DEVICES PACKAGE STITCHING, STRAPPING & TYING EQUIPMENT & SUPPLIES
_217	COMPUTER SOFTWARE, PACKAGED FOR MAINFRAMES	_325	FEED & BEDDING (FOR ANIMAL AND FOWL)
_215	COMPUTER SOFTWARE, PACKAGED, FOR MICROCOMPUTERS	_330	FENCE
_216	COMPUTER SOFTWARE, PACKAGED, FOR MINICOMPUTERS	_335	FERTILIZERS & SOIL CONDITIONERS
_218	COMPUTER SUPPLIES (EXCEPT PAPER)	_340	FIRE PROTECTION EQUIPMENT AND SUPPLIES
_210	CONCRETE & CORRUGATED METAL CULVERTS, PIPES & OTHER PRODUCTS	_345	FIRST AID & SAFETY EQUIPMENT & SUPPLIES (EXCEPT NUCLEAR AND WELDING)
_220	CONTROLLING, INDICATING & RECORDING INSTRUMENTS & SUPPLIES	_350	FLAGS, FLAG POLES, BANNERS & ACCESSORIES
_225	COOLERS, DRINKING WATER	_55020	FLARES AND FUSES
_232	CRAFTS, GENERAL	_360	FLOOR COVERING, FLOOR COVERING INSTALLATION & REMOVAL EQUIPMENT & SUPPLIES
_233	CRAFTS, SPECIALIZED	_365	FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
_240	CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, UTENSILS, AND SUPPLIES	_371	FOODS-BEVERAGES
_245	DAIRY EQUIPMENT & SUPPLIES	_395	FORMS, CONTINUOUS (COMPUTER PAPER), & SNAP-OUT
_250	DATA PROCESSING CARDS & PAPER (SINGLE SHEET, NOT CONTINUOUS)	_400	FOUNDRY, CASTINGS, EQUIPMENT AND SUPPLIES
_255	DECALCOMANIAS	_405	LUBRICANTS
_265	DRAPERIES, CURTAINS & UPHOLSTERY	_40512	HEATING FUEL
_271	DRUGS, PHARMACEUTICALS, & SETS	_40515	GASOLINE
_269	DRUGS/PHARMACEUTICALS	_73312	GLASS BEADS, (RECYCLED)
_281	ELECTRICAL - LIGHTING & FIXTURES	_420	FURNITURE (EXCEPT OFFICE AND HOSPITAL)
_280	ELECTRICAL CABLES & WIRES (NOT ELECTRONIC)	_410	FURNITURE, HOSPITAL-SPECIALIZED
_286	ELECTRICAL EQUIPMENT & SUPPLIES (EXCEPT CABLE, WIRE & LIGHTING)	_415	FURNITURE, LABORATORY-SPECIALIZED
_287	ELECTRONIC COMPONENTS, REPLACEMENT PARTS & ACCESSORIES AND MISCELLANEOUS ELECTRONIC EQUIPMENT (NOT FOR TESTING, MEASURING, OR ANALYZING-SEE CLASS 730)	_435	GERMICIDES, HOSPITAL & PERSONAL MATERIAL (INCLUDING AUTOMOBILES) SANITATION PRODUCTS (FOR
_295	ELEVATORS, BUILDING TYPE	_440	GLASS & GLAZING SUPPLIES PHARMACEUTICALS
_300	EMBOSSING & ENGRAVING	_460	HOSE, ALL KINDS (EXCEPT
_290	ENERGY COLLECTING EQUIPMENT & ACCESSORIES: SOLAR & WIND	_461	HOSPITAL EQUIPMENT, RESPIRATORY THERAPY
_305	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES	_465	HOSPITAL EQUIPMENT-GENERAL AND SPECIALIZED
_73304	ENVELOPES (RECYCLED)	_470	HOSPITAL EQUIPMENT-MOBILITY, SPEECH & VISION IMPAIRED
		_475	HOSPITAL SUNDRIES
		_485	JANITORIAL SUPPLIES, GENERAL LINE
		_490	LABORATORY EQUIPMENT AND ACCESSORIES FOR GENERAL ANALYTICAL & RESEARCH USE: NUCLEAR, OPTICAL & PHYSICAL

_493	LABORATORY EQUIPMENT AND ACCESSORIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.	_645	PAPER (FOR OFFICE & PRINT SHOP USE)
_500	LAUNDRY & DRY CLEANING EQUIPMENT, COMMERCIAL	_650	PARK, PLAYGROUND & SWIMMING POOL EQUIPMENT
_505	LAUNDRY & DRY CLEANING SUPPLIES	_64565	PAPER, FACSIMILE
_510	LAUNDRY TEXTILES & SUPPLIES	_73302	PAPER, XEROGRAPHIC (RECYCLED)
_517	LAWN & ROADSIDE MAINTENANCE EQUIPMENT (TO BE MOUNTED OR TOWED BEHIND POWERED EQUIPMENT)	_73301	PAPER, COMPUTER (RECYCLED)
_515	LAWN EQUIPMENT & ACCESSORIES	_655	PHOTOGRAPHIC EQUIPMENT & SUPPLIES (NOT INCLUDING GRAPHIC ARTS, MICROFILM, & X-RAY)
_520	LEATHER, SHOE FINDINGS, HARNESS & SADDLES	_665	PLASTICS (NOT DISHES) & FORMING LAMINATING, & MOLDING EQUIPMENT
_540	LUMBER, PLYWOOD, PRESSBOARDS, SHEETROCK, SHINGLES, SIDINGS & STAKES	_670	PLUMBING EQUIPMENT, FIXTURES AND SUPPLIES
_545	MACHINERY & HEAVY HARDWARE	_680	POLICE EQUIPMENT & SUPPLIES
_550	MARKERS, PLAQUES, SIGNS & TRAFFIC CONTROL DEVICES	_696	PRINTING (ALSO SEE CLASS 250 and 395)
_89045	METER, WATER	_700	PRINTING PLANT EQUIPMENT & SUPPLIES (EXCEPT PAPERS)
_89046	METER, WATER, PARTS & FITTINGS	_705	PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, TYPESETTING, & PREPARING MATS, NEGATIVES & PLATES
_575	MICROFICHE, MICROFILM, MICROFILMING EQUIPMENT & SUPPLIES	_715	PUBLICATIONS & AUDIOVISUAL MATERIALS (PREPARED MATERIALS ONLY, NOT EQUIPMENT, SUPPLIES, OR PRODUCTION)
_580	MUSICAL INSTRUMENTS & SUPPLIES	_720	PUMPS & PUMP ACCESSORIES (EXCEPT AUTOMOTIVE ENGINE, HOSPITAL, LABORATORY, MARINE BAILING & BILGE, HVAC & VACUUM)
_270	NON-PRESCRIPTION & MISCELLANEOUS	_725	RADIO & TELECOMMUNICATIONS EQUIPMENT & ACCESSORIES
_590	NOTIONS & SEWING SUPPLIES, ALL KINDS	_730	RADIO, TELEVISION & ELECTRONIC TESTING, MEASURING & ANALYZING EQUIPMENT & ACCESSORIES (ALSO SEE CLASS 840)
_595	NURSERY STOCK, EQUIPMENT & SUPPLIES	_735	RAGS, SHOP TOWELS & WIPING CLOTHS
_600	OFFICE MACHINES, EQUIPMENT AND ACCESSORIES	_733	RECYCLED PRODUCTS
_605	OFFICE MECHANICAL AIDS, SMALL MACHINES & APPARATUSES	_740	REFRIGERATION EQUIPMENT AND ACCESSORIES
_615	OFFICE SUPPLIES (NOT OTHERWISE CLASSIFIED)	_745	ROAD & HIGHWAY BUILDING MATERIALS (ASPHALTIC)
_620	OFFICE SUPPLIES, ERASERS, INKS LEADS, PENS, PENCILS, ETC.	_750	ROAD & HIGHWAY BUILDING MATERIALS (NOT ASPHALTIC)
_610	OFFICE SUPPLIES: CARBON PAPER & RIBBONS, ALL TYPES	_755	ROAD, HIGHWAY & CONSTRUCTION EQUIPMENT & PARTS: ASPHALT & CONCRETE HANDLING & PROCESSING
_73309	OFFICE SUPPLIES, (RECYCLED)	_765	ROAD, HIGHWAY & CONSTRUCTION EQUIPMENT ACCESSORIES & PARTS SPECIALIZED (INCLUDING ATTACHMENTS)
_73305	PAPER TOWELS (RECYCLED)	_760	ROAD, HIGHWAY & CONSTRUCTION EQUIPMENT: PACKING, GRADING, MOVING, EARTH HANDLING, ETC.
_625	OPTICAL EQUIPMENT & SUPPLIES		
_630	PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER & RELATED PRODUCTS		
_635	PAINTING EQUIPMENT & ACCESSORIES		
_56054	PALLETS, WOOD		
_640	PAPER & PLASTIC PRODUCTS, DISPOSABLE		



_770	ROOFING (EXCEPT WOOD - SEE CLASS 540)	_845	TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
_775	SALT (SODIUM CHLORIDE) EXCEPT TABLE - SEE CLASS 377)	_850	TEXTILES, FIBERS, HOUSEHOLD LINENS, & PIECE GOODS
_780	SCALES & WEIGHING APPARATUS (SEE 175-08 FOR LABORATORY BALANCES)	_855	THEATRICAL EQUIPMENT & SUPPLIES
_790	SEED, SOD, SOIL & INOCULANTS	_860	TICKETS, COUPON BOOKS, SALES BOOKS, SCRIPT BOOKS, ETC.
_800	SHOES AND BOOTS	_73307	TIRES, RETREAD (RECYCLED)
_803	SOUND SYSTEMS, COMPONENTS & ACCESSORIES: GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ETC.	_863	TIRES AND TUBES
_805	SPORTING & ATHLETIC GOODS	_73306	TOILET TISSUES (RECYCLED)
_810	SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLANT, & PAINT)	_73303	TONER, CARTRIDGE (RECYCLED)
_815	STEAM & HOT WATER SPECIALTIES	_866	TRACTORS, DIESEL & GASOLINE
_820	STEAM BOILERS, STEAM HEATING & POWER PLANT EQUIPMENT	_865	TWINE
_825	STOCKMAN EQUIPMENT & SUPPLIES ACCESSORIES & SUPPLIES	_870	VENETIAN BLINDS, AWNINGS, AND SHADES
_830	TANKS (METAL, WOOD, & SYNTHETIC MATERIALS): MOBILE, PORTABLE AND STATIONARY	_875	VETERINARY EQUIPMENT & SUPPLIES
_832	TAPE (NOT DATA PROCESSING, MEASURING, OPTICAL, SEWING, SOUND OR VIDEO)	_883	WASTE & REFUSE EQUIPMENT AND PARTS
_840	TELEVISION/VIDEO EQUIPMENT AND ACCESSORIES	_890	WATER SUPPLY & SEWAGE TREATMENT EQUIPMENT (NOT FOR AIR CONDITIONING, STEAM BOILER, OR LABORATORY REAGENT WATER)
		_885	WATER TREATING CHEMICALS
		_894	WELDING EQUIPMENT, GASES AND SUPPLIES

OTHER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SERVICES**  
**(CATEGORIES 900 THRU 99999)**

**PLEASE PLACE A CHECKMARK (3) BY THE ITEMS YOU ARE INTERESTED IN SUPPLYING**

_902	ADVERTISING/PUBLIC RELATION SERVICES	_91337	GENERAL CONTRACTOR SERVICES
_903	AERIAL & AIRCRAFT SERVICES	_90938	GLASS INSTALLATION
_904	AGRICULTURAL & CONSERVATION SERVICES	_91339	GRADING, EXCAVATING & SODDING
_905	ALCOHOL & DRUG ABUSE SERVICES	_91338	HAULING
_907	APPRAISAL SERVICES	_91341	HIGHWAY & ROAD, ASPHALT
_92405	ARCHITECT/ENGINEER SERVICES	_939	HOUSING DEVELOPMENT SERVICES
_908	ARTISTIC SERVICES	_90942	HVAC MAINTENANCE
_92509	ASBESTOS REMOVAL	_91340	HVAC SERVICE
_96110	AUCTIONEERING SERVICES	_942	INDUSTRIAL ENGINEERING SERVICES
_95612	AUTOMOBILE BODY REPAIR	_98030	INDUSTRIAL EQUIPMENT, RENTAL OF
_909	BUILDING MAINTENANCE & REPAIR	_943	INSURANCE
_99515	BUS W/OPERATOR	_90947	JANITORIAL/CUSTODIAL SERVICE
_93420	CAFETERIA SERVICES	_947	LABORATORY SERVICES
_91320	CARPENTRY SERVICE	_949	LANDSCAPE SERVICES
_93423	COFFEE SERVICES	_950	LEASE OF CAPITAL EQUIPMENT (FOR MORE THAN ONE YEAR)
_93217	COLLECTION SERVICES (PARKING TICKETS)	_95016	LEASE OF FORKLIFT TRUCKS
_90402	COMPOSTING SERVICES	_951	LEGAL SERVICES
_91307	CONSTRUCTION MANAGEMENT	_91350	LOCKSMITH SERVICE
_91309	CURBS, GUTTERS & SIDEWALKS	_96148	MACHINE SHOP WORK
_916	DATA PROCESSING SERVICES	_955	MAIL HANDLING SERVICE
_91325	DEMOLITION SERVICE	_956	MAINTENANCE & REPAIR SERVICES
_91330	ELECTRICAL SERVICE, NEW CONSTRUCTION	_957	MANAGEMENT SERVICES
_922	EMERGENCY MEDICAL SERVICES	_91352	MARINE CONSTRUCTION
_923	EMPLOYMENT SERVICES	_91355	MASONRY: BRICK WORK, LAYING REPAIR, ETC.
_925	ENVIRONMENTAL SERVICES	_91357	MASONRY: CONCRETE WORK, REPAIR, ETC.
_926	EVALUATION & DIAGNOSTIC SERVICES	_91358	MEMORIALS
_91335	EXCAVATING SERVICES	_91359	MECHANICAL CONTRACTORS
_90933	EXTERMINATING SERVICE	_962	MOVING SERVICES
_96126	FENCE INSTALLATION SERVICES	_94960	MOVING, LANDSCAPE
_932	FINANCIAL SERVICES	_965	NATURAL RESOURCES SERVICES
_98222	FIRE EXTINGUISHER INSPECTION	_91360	PAINTING
_934	FOOD & BEVERAGE SERVICE		

_91362 PAVING SERVICE	_91367 STEEL ERECTION
_970 PHOTOGRAPHIC SERVICES	_987 SURVEY SERVICES
_91378 PLAYGROUND: TENNIS, HANDBALL, BASKETBALL, ETC.	_91369 SWIMMING POOLS
_90956 PLUMBING REPAIR	_990 TELECOMMUNICATIONS SERVICES
_91365 PLUMBING SERVICE, NEW CONSTRUCTION	_991 TEMPORARY PERSONNEL
_98053 PORTABLE TOILETS, RENTAL OF	_98068 TENTS, RENTAL OF
_972 PRINTING, BOOKBINDING & RELATED SERVICES	_91380 TRAFFIC SIGNAL CONSTRUCTION & REPAIR SERVICES
_91368 RAILROAD CONSTRUCTION	_994 TRAINING SERVICES
_979 RECREATIONAL SERVICES	_995 TRANSPORTATION SERVICES
_91366 RENOVATION, SMALL CONSTRUCTION	_94980 TREE TRIMMING
_981 RENT/LEASE OF SPACE	_97690 UNIFORM RENTAL
_980 RENTAL OF CAPITAL EQUIPMENT (FOR LESS THAN ONE YEAR)	_96185 VEHICLE TOWING SERVICE
_91370 ROOFING SERVICE	_93475 VENDING
_982 SECURITY & GUARD SERVICES	_998 WAREHOUSE SERVICES
_91377 SEWERS & UTILITIES REPAIRS, CONSTRUCTION & RECONSTRUCTION	_90995 WINDOW CLEANING
_96176 SOLID DEWATERING SERVICES	_999 WRITINGSERVICES

OTHER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **OFFICE of ECONOMIC DEVELOPMENT**

Small, Minority Business Enterprise Office (SMBEO)

Office (302) 576-2126

Fax (302) 571-4326

### **CONSTRUCTION PROFILE**

(only complete if in construction trades)

FIRM NAME \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NO.: \_\_\_\_\_ FAX NO. \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
WEB SITE: \_\_\_\_\_

\*\*\*\*\*

#### **PAST PROFILE EXPERIENCE**

1) What is the largest job completed to date? \$

Please define functions performed?

2) How many years in construction business?

Yrs.

3) Number of employees?

Full Time

Part Time

4) Please provide a current resume (a detailed description of your work experiences) and letter of references for projects completed in past 3 years or any Bank Officer that you have worked with. (Please attach to this form)

5) What is your Bonding experience? \$

Line of Credit

6) Please describe the largest project (job) completed to date that you have been bonded for?

#### **EXPERIENCE / REPUTATION**

7) What are your specific areas of expertise and please prioritize them (1 being the primary area)?

1.

2.

3.

4.

5.

6.

8) List projects completed in past three years?

9) If you are a general contractor what sub contracts do you use?

10) Do you have literature on your business for distribution? If so please provide.